

“...performing professional auditing or accounting duties...”

- A non-comprehensive list of professional auditing duties:
 1. Detecting deficient controls, duplicated efforts, or fraud
 2. Finding non-compliance with laws, regulations, or management policies
 3. Examining records and interviewing workers
 4. Examine and evaluate financial information
 5. Review data detailing material assets, liabilities, capital stock, surplus income, expenditures, and/or net worth of company, department, agency, etc.
 6. Inspect account records and systems for efficiency, effectiveness, and use of accepted accounting procedures
 7. Determining scope of necessary audit or investigation
 8. Testing transactions for propriety, accuracy, completeness
 9. Observing and documenting operations
 10. Review and/or evaluate automated systems

- A non-comprehensive list of professional accounting duties:
 1. Report findings regarding finances of establishment to management
 2. Prepare, examine, or analyze accounting records, financial statements, or financial reports
 3. Assess accuracy and completeness of reporting and procedural standards
 4. Establish tables of accounts and assign entries to proper accounts
 5. Develop, implement, modify, and document record keeping and accounting systems
 6. Compute taxes owed and prepare tax returns
 7. Ensure accounting practices are compliant with relevant laws, rules, regulations, and standard accounting procedures
 8. Maintain and examine the accounting records of government agencies and private enterprises
 9. Develop, maintain, and analyze budgets
 10. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses

Classes with a level of responsibility comparable to Staff Services Management Auditor (Range C) (\$3918 – \$5151):

- Assistant Property Auditor Appraiser (Board of Equalization)
- General Auditor II
- Health Program Auditor II, Department of Health Services
- Insurance Examiner, Range E
- Investigative Auditor II, Department Of Food And Agriculture
- Investigative Auditor II, Department Of Justice
- Program Evaluator, CalPERS, Range C
- State Financial Examiner II
- Tax Auditor, Board of Equalization, Range B
- Tax Auditor, Employment Development Department, Range B
- Tax Auditor, Franchise Tax Board, Range B

***Note: Governmental Auditor has been abolished. Individuals with experience in this classification can still qualify via Pattern I but no equivalent classes can be established.**